

## Alternative Education On-site Monitoring Visit Rubric

**Reviewer: Sue Foxx & Molly Chamberlin**  
**Date: 10/2/07**

**Alternative Education Program: Wayne Enrichment Center**  
**School Corporation: MSD Wayne Township**

**Contact Person: Sally Hoffman**  
**Phone: 317-270-6300**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board presentation Accomplishments Report Board Visit schedule WEC Newsletters Letters of support School Notes	X		Advisory Group consists primarily of individuals in the school corporation. It would be helpful to expand it to include community agencies and businesses that could support the program. Program has a long history of success in the corporation and is supported by administration and the board who visit and are updated regularly
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	Course list Course descriptions Credit certificates Report card Read 180 HS/MS Schedules ISP Grant	X		Curriculum follows standards. All students take a Basic Skills class. Teachers employ multiple strategies to insure success and apply multiple assessment strategies. Community speakers add relevance to the curriculum. Teachers are often teaching multiple courses at one time. HS program combines the academic component with a work/vocational component while MS program is a full day under teacher direction. Teacher is able to individualize instruction so students can work at their own pace. ISP is complete and exceeds required items. Assist with PE at Sanders School as part of the service learning component. Expanding the service learning component would enhance the program. Read 180 and PLATO math offered. Steps to Success offered.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	2007-08 Parent teacher conference data Letter to MS/HS Parents Strategic and Continuous Program Improvement Plan for 2007-08 Prof. Dev. Agendas	X		Teacher student ratio appropriate with additional support staff. Professional Development Plan ongoing and specific to alternative education such as CPI. Circle of Courage program promotes expectations. Many vehicles for communicating information to students and staff.

		News and Notes for staff			

## On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	10/2/07	X		Programming matches the description in the Renewal Grant for both MS and HS.
Students appear engaged.	10/2/07	X		Most MS students were engaged in the lesson being demonstrated on the board. One or two students had their heads down. Students in the Read 180 program and in the HS classes were working on specific assignments and responded positively to the lessons. When asked, students expressed satisfaction with the program. MS students produce a monthly newsletter with art and articles from both the MS and HS that highlights achievement, announces events, and explores issues.
Location supports a positive learning environment.	10/2/07	X		Program operates at Wayne Enrichment Center next to Adult education which allows good collaboration. The school is clean with colorful displays that promote values and student success. Teachers greeted students at the door and offered them a healthy snack. Rooms were well decorated with reinforcement materials and student work. A variety of materials were available for educational purposes.
Teachers appear knowledgeable and caring.	10/2/07	X		Staff wore school shirts which promoted a team approach. Teachers were positive in interactions with students. Teachers individualized instruction

				and provided clarification in a timely fashion. School leadership promoted a collaborative spirit with staff and students. Staff give students the book, Oh, the Places You'll Go by Seuss when they transition back to their traditional school.
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## Compliance Components

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Student/Parent Handbook for MS and HS Staff Handbook Entrance/Exit criteria specific and process documented. Referral form and guidelines provided. Class schedules and rosters document small teacher-student ratio and range of courses offered.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Teachers are employed by the corporation and are licensed in the content areas they teach per online search.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Emergency Preparedness Procedures manual provided. Schedule of drills provided. Transportation Agreement form provided and requires parent/student signature. Transportation not provided for students attending as an alternative to expulsion.
Financial viability	-Other Grants applied for/received -Description of how last alt ed	X		Grant for Reading At Rhoades program from Wayne Township Education Foundation.

	distribution funds were spent -Description of corporation 1/3 match.			Circle of Courage Grant in 2006 Budget exceeds required match and allocated primarily to technology, staff and materials.
2 Hour Session/ School Day	-School schedule	<b>X</b>		HS students attend a ½ academic day with ½ in work/ vocational area. MS is full day program.

Comments: The program has a long history of success that is continuing with current staff who are well qualified and caring. Students are supported academically and barriers to learning are addressed. Adding the Circle of Courage component has enhanced programming by providing an operating framework that is positive and affirming.